



23 JAN 1996

COMDTINST 1650.36A

COMMANDANT INSTRUCTION 1650.36A :

**Subj:** COAST GUARD ENLISTED PERSON OF THE YEAR ((EPOY)) PROGRAM

**Ref:** (a) CG Medals and Awards Manual, COMDTINST M1650.25  
(Series)

1. PURPOSE. This Instruction sets forth the policies and procedures for all Coast Guard personnel to administer the Coast Guard Enlisted Person of the Year ((EPOY)) Program.
2. ACTION. Area, District, Maintenance and Logistics Commanders, and Commanding Officers of Headquarters units shall ensure compliance with the provisions of this instruction.
3. DIRECTIVES AFFECTED. Commandant Instruction 1650.36 is cancelled. The next change to reference (a) will incorporate portions of this instruction as necessary.
4. DISCUSSION. The EPOY program is designed to recognize exemplary men and women from the active and reserve enlisted work force. Only those enlisted personnel who demonstrate sustained exceptional standards of proficiency and conduct, and whose military appearance and bearing are consistently impeccable, should be nominated for Enlisted Person of the Year. Nominees should reflect the spirit of "Pride, Professionalism and Dedication." All nominees should be the role model whom all Coast Guard enlisted personnel strive to emulate. The performance shall have occurred during the calendar year cited by ALCOAST for each award nomination.

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	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A-3	2			3	3	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
B	8	20*	2	12	1	10	10	6	2	2	3	11	10	10	1	1	1	1	1	1	1	5	3		1	1
CG	3	1	3	1	1	2	1	3	1	3	11	5		1	i	i	i	i	1	1	1	i		1	1	1
D2	1	1	3	1	1	1	1	3		m	1	1	1	1	i	i	i	2			1	2			i	i
E-i											1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
F-i	1	1	1	1	1	1	1	1	1	i	i	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
G-										e																
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5. NOMINATION CRITERIA. All nominees for the **EPOY** Program must meet the following minimum standards:
- a. Be in pay grade **E-2** through **E-6**.
  - b. Have no **NJP** or civil convictions during the **48** months previous to his or her nomination and no pending disciplinary action of any kind.
  - c. Have a mark of "Satisfactory" in Conduct on the Enlisted Performance Evaluation Form (**CG-3788**), and maintain continued eligibility for the Coast Guard Good Conduct Award.
  - d. Demonstrate exceptional performance in the areas of leadership, Coast Guard and rating skills, personal and work ethics, Coast Guard knowledge, uniform appearance, and military bearing.
6. NOMINATION PROCESS. The Master Chief Petty Officer of the Coast Guard shall solicit nominations, via **ALCOAST**, during the month of January each **year**.
- a. Nominations shall describe, in detail, the nominee's accomplishments during the **period** for which recommended and **shall** contain sufficient supporting background information to ensure the selection board has a picture of the nominee as a "whole person." Nominations shall be in the format of the example in enclosure **(1)**.
  - b. Nominations for this prestigious selection should be considered in the same light as recommending a member for a high personal award.
  - c. Each Area, District, Maintenance and Logistic Command, and Headquarters, shall develop **an EPOY** recommendation program for both active duty and reserve members. All Headquarters units shall be included as a part of the **Headquarters** nomination process. Each of these elements **shall review** all nominations received and select one active duty and one reserve nominee to forward for **consideration as** the Coast Guard **EPOY**. The local nomination boards established by the elements listed **above** shall be composed of no fewer than three chief petty officers.
  - d. The active duty and reserve nominations submitted by **Pacific Area, Atlantic Area, Maintenance and Logistics Command Pacific, Maintenance and Logistics Command Atlantic, Headquarters, and each District** must reach the Master Chief Petty Officer of the Coast Guard prior to **1** April each year.



7. SELECTION. The Master Chief Petty Officer of the Coast Guard shall convene a selection panel during April each year.
- a. The selection panel will consist of seven Command Enlisted Advisors and the Master Chief Petty Officer of the Coast Guard.
  - b. The selection panel will select the **EPOY** and Reserve **EPOY**. The recommendations of this panel will be submitted to the Commandant by 1 May each year for approval.
8. RECOGNITION. The Commandant will announce the Coast Guard Enlisted Persons of the Year by **ALCOAST** during May each year. The recipients will be honored at appropriate ceremonies in Washington, DC as soon after the announcement as practical.
- a. Travel, lodging and per diem for the **EPOY's** and travel for their spouses will be funded by the **EPOY** Program Administrator.
    - (1) The Area, District, Maintenance and Logistics Command, or Headquarters that recommended the Reserve **EPOY** shall issue **SADT** orders to fund pay and allowances for the TAD period plus necessary travel time. Contact Commandant (**G-RSP**) for funding assistance.
  - b. The **EPOY** and Reserve **EPOY** will be meritoriously advanced to the next higher pay grade unless previously advanced from the current eligibility lists.
  - c. The **EPOY** and Reserve **EPOY** shall be recommended for the Coast Guard Commendation Medal.
  - d. The **EPOY** and Reserve **EPOY** shall have their names inscribed on the perpetual plaque maintained at Coast Guard Headquarters.
  - e. The **EPOY** and Reserve **EPOY**, and their spouses will be authorized five days rest and relaxation (R&R) in Washington, DC following the official functions. The entitlements authorized by paragraph **8.a.** of this instruction will continue during this period.
  - f. The Reserve **EPOY**, by selection, also becomes the Naval Enlisted Reserve Associations' (**NERA**) "Coast Guard Reserve Enlisted Person of the Year" and attends the annual **NERA** convention.
    - (1) The Area, District, Maintenance and Logistics Command, or Headquarters that recommended the Reserve **EPOY** shall issue **SADT** orders to fund pay,



8. f. ((1)) allowances, and travel to the annual **NERA** convention. Contact Commandant ((**G-RSP**)) for funding assistance.
  - g. The **EPOY** and Reserve **EPOY** may be required to represent the enlisted men **and women** of the Coast Guard by occasionally attending official functions and ceremonies throughout their tenure as the Enlisted Person of the Year.
9. RESPONSIBILITIES.
- a. The Master Chief Petty Officer of the Coast Guard shall administer this program **under the** direction of the Commandant.
  - b. Command Enlisted Advisors **shall** actively promote the program and solicit nominations throughout their **AOR.**
  - c. Chief, Public Affairs **Staff shall** publicize this program to encourage recognition of, and interest in, the individuals selected **as Coast Guard** Enlisted Person of the Year.



**ROBERT E. KRAMEK**  
Admiral, U.S. Coast Guard  
Commandant

Encl:: ((1)) **EPOY** Program Nomination Format



Enclosure (1) to COMDTINST 1650.36A

Command  
Command Name

Address  
City, State, Zip  
Staff Symbol:  
Phone:

1650  
date

From: ( Area, District, MLC,, Headquarters )  
To: Commandant ((G-CMCPD))

**Subj:** 19\_\_ COAST GUARD ENLISTED PERSON OF THE YEAR NOMINATION  
FOR (RATE, NAME, SOCIAL SECURITY NUMBER)

**Ref:** (a) COMDTINST 1650.36A

1 Per the provisions of reference (a), (Rate/Full Name) is nominated as the 19\_\_ Coast Guard Enlisted Person of the Year.

2. The following background information is provided in accordance with reference (a):

- a. Nominee's name
- b. Nominee's Social Security Number & Date of birth
- c. Nominee's current enlistment date
- d. Nominee's advancement history
- e. Nominee's position on current advancement eligibility list, and projected advancement date, if applicable
- f. Nominee's dependents (include ages of children)
- g. Nominee's previous selection as Person of the Year/Month/Quarter during the past 24 months (list command(s) and date(s) of selection(s))
- h. Nominee's awards (list all military decorations)
- i. Nominee's educational accomplishments (list all Coast Guard schools completed, as well as completed formal schooling and correspondence courses leading to a degree(s), degree(s) earned, if any. Exclude correspondence courses required for nominee's advancement.)
- j. Brief synopsis of significant professional achievements that warrant nominee's selection as Enlisted Person of the Year.
- k. Synopsis of nominee's off-duty community involvement.
- l. Any other pertinent information to distinguish the nominee.
- m. Two photographs, full length and bust/portrait (include negatives).

Signature

End:

